

HR191	POSITION DESCRIPTION	 UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD
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NOTES

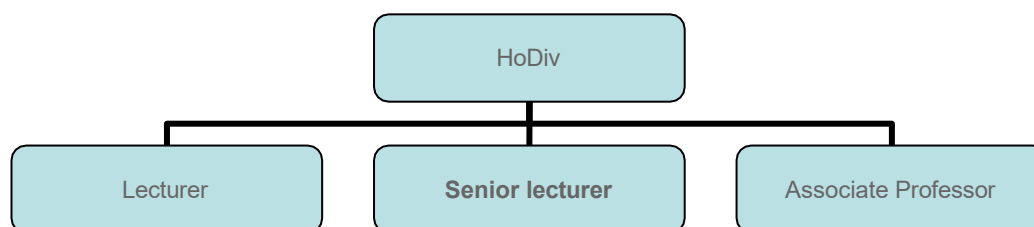
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Senior Lecturer in Cellular Neuroscience		
Job title (HR Business Partner to provide)			
Position grade (if known)	Senior Lecturer	Date last graded (if known)	
Academic faculty / PASS department	Faculty of Health Sciences		
Academic department / PASS unit	Human Biology		
Division / section	Cell Biology		
Date of compilation	19 October 2025		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is to deliver lectures, lead tutorials/practicals, on topics in cellular neuroscience, neurophysiology, cell biology, histology and clinical neuroscience (or other related disciplines as required by the department) to BSc, BMedSc(Hons) and other post-graduate students, as well as to undergraduate MBChB. The incumbent will be expected to convene and engage in curriculum development for the Neuroscience and Physiology stream of the BMedSc(Hons). The incumbent will also be required to help train and co-supervise (or supervise) Hons, MSc and PhD postgraduate students and s/he will be expected to contribute to the conceptualization and execution of research projects in the broad discipline of neuroscience and cell biology. In addition, the successful candidate will be required to perform administrative functions at Divisional, Departmental, Faculty and University level if needed, as well as functions related to teaching and research projects.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	Takes, types up and distributes minutes and agendas for monthly departmental meeting. Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.	All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting. Visitors are directed to appropriate staff member in a professional and efficient manner.
1	Teaching	40	Lectures, tutorials, practical experiments, curriculum design, research projects	To promote understanding and a desire to learn more about cellular neuroscience, neurophysiology, cell biology and histology, as well as other appropriate disciplines, in undergraduate medical students as well as BSc, BMedSc(Hons) and other post-graduate students
2	Supervision or co-supervision of postgraduate students	15	Help conceptualize research projects in neuroscience or cell biology and train postgraduate students to execute their research projects	To increase the number of BMedSc(Hons), MSc and PhD graduates at UCT
3	Research	25	Conceptualize and execute research projects related to cellular neuroscience and/or cell biology. Publish scientific articles in reputable journals.	To increase the publication output of UCT
4	Leadership, management and administration	15	Convene the Neuroscience and Physiology stream of the BMedSc(Hons) programme. Perform administrative functions at Divisional, Departmental, Faculty and University level, if needed.	To share responsibility and contribute to the smooth functioning of the Division of Cell Biology and the Department of Human Biology by leading/managing those undergraduate and postgraduate courses/students assigned to the incumbent by the Heads of Division.
5	Social responsiveness	5	Participate in current and future social responsiveness initiatives in the Division and Department and initiate social responsiveness activities.	To translate research findings into improvement of health and to promote awareness and understanding of achievements in neuroscience and cell biology.

MINIMUM REQUIREMENTS

Minimum qualifications	PhD degree			
Minimum experience (type and years)	A minimum academic qualification of a PhD in neuroscience, cellular neuroscience, neurophysiology or a related field. A minimum one year of experience convening a postgraduate programme in neuroscience. A minimum of five years post-PhD research experience in neuroscience.			
Skills	Experience in teaching neurophysiology and cellular neuroscience to undergraduate and postgraduate students. Proven track record in research publications. Experience in supervising or co-supervising post-graduate students. Experience in management (of staff and/or research projects). Experience in grant writing.			
Knowledge	Discipline specific knowledge in cellular neuroscience, neurophysiology and cell biology.			
Professional registration or license requirements	NA			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	NA			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Building interpersonal relationships	2	Analytical thinking/problem solving	2
	Student service and support	2	University awareness	2
	Communication	2	Coaching/developing others	2
	Planning and organizing/work management	2	Creativity and Innovation	2

SCOPE OF RESPONSIBILITY

Functions responsible for	- Design and deliver lectures, tutorials and practicals in cellular neuroscience, neurophysiology, cell biology and histology. - Formulate appropriate diagnostic, formative and summative assessments. - Convene and perform curriculum design for the Neuroscience and Physiology stream of the BMedSc(Hons) programme. - Conduct and develop a research programme in an area of focus in the Division of Cell Biology and the Neuroscience Institute. - Raise research funding, apply for grants from appropriate national and international funding bodies. - Co-supervise (or supervise) Honours, MSc and PhD students. - Perform leadership and management functions at Divisional, Departmental, Faculty and University level, if needed. - Participate in current and future social responsiveness in the Division of Cell Biology, the Department of Human Biology and the Neuroscience Institute.
Amount and kind of supervision received	Guidance and mentoring is received from colleagues in the division as well as the Head of Division and Head of Department.

Amount and kind of supervision exercised	• Effective management and supervision of individuals or groups in which the incumbent functions as a leader at Divisional, Departmental, Faculty and, if needed, University level. • Full control of teaching and learning responsibilities that has been delegated to the incumbent.
Decisions which can be made	• Review and continued development of lectures, practicals and tutorials and courses that the incumbent convenes. • Review and continued development of programmes in which the incumbent is involved and/or responsible for the management and administration.
Decisions which must be referred	Anything not delegated or beyond the scope of responsibility.

CONTACTS AND RELATIONSHIPS

Internal to UCT	Members in the Division of Cell Biology, Department of Human Biology, Faculty of Health Sciences. Neuroscience Institute and the University.
External to UCT	